



**U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau
Recruiting Bulletin**

Opening Date: April 16, 2008
Closing Date: Open Continuously

Recruiting Bulletin No: 28-08-D10-ERB-060
Charlotte Regional Census Center
Charlotte, North Carolina

POSITION TITLE: Clerk, GG-0303-04

Annual Salary: \$26,569

Promotion Potential: GG-04

NUMBER OF VACANCIES: Few

EXCEPTED SERVICE APPOINTMENT: This is a two year Schedule A time-limited appointment with a possible two year extension.

AREA OF CONSIDERATION: All U.S. Citizens

DUTIES: The incumbent performs various clerical support duties for the 2010 Census. Clerks may be assigned to work in the administrative, field operations, space leasing, geographic, partnership, or recruiting areas. Duties and responsibilities may include but are not limited to: receiving, sorting, opening, and routing incoming mail; maintaining correspondence files; receiving telephone and personal callers and directing them to appropriate office; maintaining a variety of logs; maintaining stockroom supply levels; operating various office machines; and performing other clerical duties as required.

QUALIFICATIONS for the GG-04: In order to be considered, applicants must pass the written exam and meet the following basic requirements. Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below.

1-Year General Experience OR 2 Years Above High School

General Experience is described as: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform clerical duties.

Substitution of Education for experience: 2 years of education above high school.

You may qualify for a position based on your education, experience, or a combination of both.

SELECTIVE FACTOR: In the instance of a supply clerk vacancy, the Applicant must have the ability to lift up to 50 pounds.

BASIS OF RATING: Applicants are required to pass a Bureau of the Census written exam. Call the Charlotte Regional Census Center's Administrative Section at 704-315-6000 to schedule the written exam.

Payment of relocation expenses IS NOT authorized.

HOW TO APPLY: Prior to taking the written exam you must send the following:

1. Your resume or OF-612, and
2. Your other supporting documents such as transcripts, DD-214, SF-15, etc to:

U.S. Census Bureau - Recruiting Section
Charlotte Regional Census Center
3701 Arco Corporate Drive – Suite 250
Charlotte, NC 28273

Phone: 704-315-6000

Fax: 704-909-6710 or 704-583-9709

Email: charlotte.census.jobs@census.gov

Each applicant must submit a completed Optional Application for Federal Employment (OF-612), or a resume. The application/resume should list your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and grade.
- Full name, mailing address (including zip code) and day and evening phone numbers (including area code).
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**)
- Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable).

- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- The use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Individuals with a disability may request reasonable accommodations by calling 704-936-4263.

-Your complete application package must be received at the address below before the testing session can be arranged.

U.S. Census Bureau
Charlotte Regional Census Center
3701 Arco Corporate Drive – Suite 250
Charlotte, NC 28273
Or
charlotte.census.jobs@census.gov

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the

information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.

- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

ADDITIONAL INFORMATION: Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “buyout” and subsequently return to a position in federal agencies, whether by reemployment or contracts for personal services are obligated to repay the full amount of the buyout to the agency that paid it.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.